

Administrative Assistant

Currently hiring full-time administrative assistant for an aircraft manufacturing company in Dallas, GA. Looking for a professional that is willing to learn, hardworking, dependable, and has a positive can-do attitude in a winning team environment. Candidate must have a minimum high school education or equivalent certification. Candidate must be proficient with MS Windows, MS Office, and comfortable with learning a phone system.

Responsibilities:

Support Human Resource/Finance Departments with daily operations.

Welcome visitors and phone calls.

Candidate must be professional, highly organized, courteous, self-motivated, and an effective communicator.

Rate: \$10/hr

Drug test and background check required.

To apply, visit www.topflightaero.com and go to the employment tab. Applications are also available in the lobby at 351 Cadillac Parkway, Dallas, GA 30157 during business hours.